

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 12 April 1961

FROM : Special Assistant/Assistant Director/Basic Intelligence

SUBJECT: Use of OCI Handbooks

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1. It may be of interest to you to know that OCI handbooks and NIS material on the following areas are being forwarded to

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Cyprus  
Yemen  
Saudi Arabia  
Ceylon  
Burma  
Singapore and British Borneo  
Malaya  
Ghana  
Nigeria  
Guinea  
French West Africa  
Mali Federation  
Togo  
Liberia  
Ethiopia  
Somalia  
Kenya  
Uganda  
Tanganyika  
Colombia  
Chile  
Brazil  
Philippines

2. The request for these items came from Mr. Daniel J. Clinton, State Dept/INR who indicates [REDACTED] will use the material to brief himself for a forthcoming trip. It was determined by this office that [REDACTED] holds the appropriate security clearances and has secure facilities for storing the classified materials.

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Approved For Release 2001/08/08 : CIA-RDP79T01762A000400060001-8

OCI No. 6311-60  
16 December 1960

NOTICE TO: Holders of OCI Handbooks

SUBJECT : Status of Handbooks

A program has been worked out by OBI and OCI to ensure that the various countries are reasonably covered by handbook-type publications issued by one of the offices. To avoid duplication, OCI has discontinued Handbooks for those countries covered by OBI's Annual Supplement to Chapter I, NIS; and has suspended issuance and revision of Handbooks covered or soon to be covered by a current Chapter I, NIS.

1. Since NIS Annuals have been published for the following countries, the corresponding OCI Handbooks have been discontinued and should be destroyed.

Bulgaria  
Communist China  
Czechoslovakia  
Denmark  
Egypt  
Finland  
France  
Hong Kong  
Hungary  
India  
Iran  
Iraq  
Lebanon  
Nationalist China

Netherlands  
Norway  
Pakistan  
Poland  
Portugal  
Rumania  
Spain  
Sweden  
Syria  
Thailand  
Turkey  
USSR  
Yugoslavia

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2. In line with OBI's production schedule for NIS Chapter I's and Annuals, OCI has suspended revision of Handbooks for the countries listed in this paragraph. A Handbook on any country for which an Annual is planned will be discontinued when the Annual is published; a Handbook on any country for which a Chapter I is planned will not be considered for revision until a year after the publication date of the Chapter I. (Dates are given for Chapter I's already published.)

Afghanistan	(Ch. I)
Austria	(Ch. I)
Belgium	(Annual)
Burma	(Ch. I)
*Cambodia	(Ch. I, Jan 60)
Greece	(Annual)
Italy	(Annual)
<span style="background-color: black; color: black;">[REDACTED]</span>	(Annual)
Jordan	(Annual)
Laos	(Ch. I, Feb 60)
Luxembourg	(Annual)
*Morocco	(Annual)
North Korea	(Annual)
North Vietnam	(Ch. I, Mar 60)
*South Korea	(Annual)
South Vietnam	(Ch. I, Apr 60)
*Tunisia	(Ch. I)
Venezuela	(Ch. I)

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\*Indicates extremely out-of-date Handbooks.

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3. The following Handbooks are scheduled for revision within the next year:

Algeria	Malagasy Republic
Angola	Malaya
<i>Argentine</i> Argentina	Mozambique
Cameroun	Nepal
Ceylon	[REDACTED]
Chile	Nigeria
Congo, Republic of the	Panama
(issued as Belgian	Philippines
Congo and Ruanda-	Rhodesia-Nyasaland
Urundi)	Sierra Leone
— Cyprus	Somali Republic (issued
East Germany	as Somalia)
Ecuador	Switzerland
Ethiopia	Tanganyika
*French Equatorial Africa	Togo
*French West Africa	Union of South Africa
Ghana	[REDACTED]
Iceland	Uruguay
Indonesia	Yemen
Kenya	

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Handbooks on the British West Indies Federation, the Persian Gulf States, and the European Community are planned as new issues.

\*Handbooks are planned for the countries of former French Equatorial Africa and French West Africa--Central African Republic, Chad, Congo Republic (Brazzaville), Dahomey, Gabon, Ivory Coast, Mauritania, Niger, and Upper Volta--but no production dates are scheduled.

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4. Our present schedule does not allow for revision of Handbooks on the following countries. Need for updating these will be borne in mind, however, in future scheduling.

25X6	Albania	[REDACTED]	25X6
	[REDACTED]	Liberia	
	Bolivia	Libya	
	Brazil	**Mali Federation	
25X6	British Guiana	[REDACTED]	25X6
	[REDACTED]	Mongolia	
	Colombia	Netherlands Antilles	
	Costa Rica	Nicaragua	
	*Cuba	Paraguay	
	Dominican Republic	Peru	
	El Salvador	Saudi Arabia	
	French West Indies	Singapore and British	
	and French Guiana	Borneo	
	Guatemala	Sudan	
	Guinea	Surinam	
	Haiti	Uganda	
	Honduras	[REDACTED]	25X6
	Ireland		

\*The Cuba Handbook is out of date, but revision cannot be scheduled at present.

\*\*The Mali Federation Handbook treats what are now the independent countries of Senegal and Mali (Soudan).

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OCI 3044

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5 June 1958

MEMORANDUM FOR: Assistant Director for Current Intelligence

SUBJECT: NIS Annuals

REFERENCE: My memo to DD/I, subject: Handbook Program,  
dated 24 September 1957

1. The NIS Committee has found it necessary to modify the planned features of the NIS Annuals, as set forth in paragraph 3 of reference memo, in view of the severely limited NIS production capabilities existing at this time. Instead of issuing NIS Annuals on all published Chapters I on a yearly basis, it is now planned to review annually all published Chapters I and to issue, in accordance with agencies' capabilities, NIS Annuals on a yearly basis for those Chapters I in which major changes have occurred, for which information has become available to fill major gaps, or both.

2. Implementation of this modified concept will result in limited revision of Chapters I where revision is most necessary, preservation of user confidence in Chapters I, and maximum utilization of basic intelligence research facilities for which the NIS staffs in the producing agencies are best adapted. Unlike the regional staffing pattern in OCI, the NIS staffs in the Defense Agencies are functional in nature so that analysts are unprepared for country-by-country analyses without undertaking thorough research of all source materials.

3. I have reluctantly concluded, therefore, that the present NIS Annual program will not replace the OCI Handbooks in their "primary emphasis on material of a changing nature, such as cabinet composition, economic statistics, etc." However, the present NIS Annual program will be adequate to reflect all fundamental changes in countries for which Chapters I are published.

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5 June 1958

4. There is a continuing intelligence need for a sort of "World Almanac" type of reference handbook, primarily of a statistical nature, to reflect current changes in foreign countries of the world. If the present OCI Handbooks could be phased into this briefer type of current reference periodicals on foreign areas covered by NIS Chapters I, it would eliminate duplication of the basic intelligence properly handled by the NIS program and fill the current intelligence gap which would exist were the publication of OCI Handbooks suspended.



Assistant Director  
Basic Intelligence

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cc: DD/I

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10 October 1957

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT : Handbook Program

REFERENCE : Memo to DD/I from AD/BI, same subject, dated  
24 September 1957

1. The prototype "NIS Annual to Chapter I" looks like ~~an~~ acceptable replacement for the present Handbook. We did note the absence of a chronology, but [REDACTED] has already agreed to insert a chronological section in the Annual.

STATINTL

2. *I understand the transition period will now be 3 years*  
~~The only problem we see arises from the long period of~~  
~~transition, nine years.~~ OCI will presumably maintain Handbooks on the diminishing list of countries not covered by NIS Chapter I.

✓ To avoid confusion on the part of recipients of the two series it would be helpful if the cover of the proposed Annual made reference to the replaced Handbook for sake of identification and continuity. A memorandum of explanation addressed to all recipients at the beginning of the transition would also be useful.

✓ OCR should take over the bookkeeping on distribution for both the Handbooks and the NIS. I have already spoken to Paul Borel about this part of the problem.

✓ It should be noted that this office has only one full-time employee devoted to this work and this individual does not have a ceiling position.

HUNTINGTON D. SHELDON  
Assistant Director  
Current Intelligence



**CONFIDENTIAL**

24 September 1957

MEMORANDUM FOR: Deputy Director/Intelligence

SUBJECT: Handbook Program

REFERENCE: Joint Memorandum to DD/I from  
AD/CI and AD/BI, same subject,  
dated 14 August 1957

1. I have re-examined the question of transferring the OCI Handbook program to OBI for development under NIS auspices in accordance with understanding reached at a meeting on 19 August 1957 with you and Mr. Sheldon.

2. The result of this re-examination is enclosed as a prototype NIS Annual to Chapter I on Yugoslavia, which is based on the data appearing in the OCI Handbook of December 1956. The essential features of this Annual are:

a) It will provide interim currency for Chapter I and, in combination with that Chapter, should reasonably meet the needs of all regular users of the present OCI Handbook.

b) While it uses Chapter I format for correlating purposes, its arrangement provides for valuable Handbook data not now carried in Chapter I because of their variable nature, such as selected capsule biographies, which will extend the usefulness of the Annual.

c) Provision is made for a pocket in the back cover of Chapter I to hold the latest issue of the related Annual, thus mechanically tying these two publications together for convenient reference and to ensure that they are used in combination.

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3. It is planned to issue NIS Annuals on all published NIS Chapters I on a yearly basis and to include in them significant new intelligence appreciations and data which developed since the Chapters I were produced. This would not only extend the useful life of Chapters I before maintenance was necessary, but the plan would also permit a more gradual transition of the Handbook program into the NIS. Thus, during the first year, NIS Annuals would be issued on the 24 Chapters I that are presently published and, during the succeeding years, on an average increment of 10 new Chapters I, until all Handbooks were phased into the NIS program.

4. The simple format of the proposed NIS Annuals resulting from the fact that they supplement rather than duplicate Chapters I, will reduce printing costs and personnel requirements over those contemplated in the reference memorandum. I consider a staff of three people in grades 9, 11, and 13 will meet the initial requirement of this Office.



Assistant Director  
Basic Intelligence

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Enclosure:

Chapter I on Yugoslavia with  
prototype of Annual in pocket

cc with attachments to:

AD/CI

AD/RR

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31 May 1957

## OUTLINE AND WORKING INSTRUCTIONS FOR OCI HANDBOOKS (ORBIT)

One copy, triple-spaced, is to be furnished the Handbook Section. All information should be kept brief and factual. Wherever possible, use comparisons (e.g., trade figures should show percentage of world trade). Also, in compiling data, keep in mind US strategic interests.

No material higher than SECRET is to be included in the Handbooks.

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### NAME OF COUNTRY

#### I. BASIC ISSUES

This section should cover the basic and recurring political and economic problems of the country, giving a brief review of the historical antecedents of the present form of government, and a broad description of the nature of the present government and role of the Communist Party. (To be written in conventional paragraph style, not over two typewritten pages in length).

#### II. CHRONOLOGY

A chronology of important events since World War II.

#### III. POLITICAL

##### A. Government System

1. Party: A brief description of each of its components.

ORBIT  
31 May 1957

2. Government

- a. Legislative ) Description of each
- b. Executive ) branch, composition,
- c. Judicial ) duties, when it convenes,  
etc.

B. Current Government

1. Party Leaders: Politiburo and first secretary.

2. Cabinet: List title of office, incumbent's name and political affiliation.

3. Policies

- a. Foreign: Enumerate
- b. Domestic: Enumerate

4. Official and Popular Reaction to US Policy

5. Other Political Parties and Groups

6. Labor Organizations

C. Instruments of Control

1. Security Forces: Size, reliability and types.

2. Soviet Occupation Troops

D. Resistance Strength and Activities

E. International Commitments: Treaties, important trade agreements, affiliation with international organizations. If in UN, give name of chief delegate; if not in UN, state why.

F. Diplomatic Representation: Name countries where subject country has representation, indicating whether embassy or legation. (Name and title no longer required).

ORBIT  
31 May 1957

#### IV. ECONOMIC

##### A. Currency

1. Basic Monetary Unit
2. Exchange Rate: In US dollars, in rubles.

B. Banking System: General outline of system, who controls it, adequacy.

##### C. Economic Trends

1. Basic Economic Factors: Important permanent or semipermanent economic conditions in the country which affect its development and future, such as overpopulation, few resources, agricultural economy, etc.

2. Currency Stability: Devaluations, tendency toward inflation, etc.

3. Government Controls: Government controls over exports, imports, production, etc.; government ownership of important industries, etc.

D. Annual Budgets: Give figures for the last two or three years. Show also military budget and what percent it is of total budget. Also, what percent total budget is of the gross national product.

E. Soviet Economic Aid: Type, amount, effectiveness.

##### F. Natural Resources

- |                        |   |   |
|------------------------|---|---|
| 1. <u>Agricultural</u> | ) | Those of international significance, giving production figures and percent of world production. In what |
| 2. <u>Mineral</u>      | ) | is country self-sufficient?   |
| 3. <u>Fuel</u>         | ) |   |

31 May 1957

### G. Industry

1. Capital Goods ) Types of industries. Is country self-sufficient
2. Consumer Goods ) in these products? Vulnerability of these industries
3. Munitions ) in wartime because of their dependence on raw materials from other countries.

## H. Foreign Trade

1. Principal Exports (to Western countries only). What are they, how much, where do they go? Importance in world trade picture.
2. Principal Imports (from Western countries only): What are they, how much, where do they come from? Importance in world trade picture.
3. Trade within the Sino-Soviet Bloc: Extent, what products, with what countries? Government controls on such trade.
4. Balance of Payments: If deficit, why? How is it made up?

## I. Telecommunications

1. Domestic: Extent and effectiveness of system.
2. International: Extent and effectiveness of system.

J. Transportation: Stress adequacy in periods of emergency.

1. Railroads: Mileage, width of track, rolling stock or haulage capacity. Basic pattern of system. Importance in whole internal transportation system of country.
2. Roads: Mileage, types of roads, basic pattern. Importance in whole transportation picture.

S E C R E T

ORBIT  
31 May 1957

3. Merchant Marine: Number and kind of ships, tonnage; owned by government? Do they carry trade to other Sino-Soviet bloc countries? To Western countries? Principal ports.

4. Inland Waterways: Basic pattern, haulage, etc.

5. Civil Airlines: Principal airports, number and types of planes. Important international service.

## V. MILITARY

A. Ground Forces: Commanding officer.

1. Strength: Total strength and number and types of units.

2. Equipment: Number, kind, source and condition of repair.

3. Disposition: Location of major units, both inside and outside country.

4. Capabilities: For defense from external attack; ability to maintain internal security.

5. Soviet Ground Forces in subject country.

B. Navy: Commanding officer.

1. Strength: Total strength and number and types of units.

2. Equipment: Types and number of vessels; important naval bases. Condition of repair of naval equipment.

3. Disposition: Location of major units, both inside and outside country.

4. Capabilities: As a patrol force, an anti-smuggling force, etc.

S E C R E T

ORBIT  
31 May 1957

C. Air Force: Commanding officer.

1. Strength: Total strength and number and types of units.

2. Equipment: Types and number of aircraft; important air bases. Condition of repair of aircraft.

3. Disposition: Location of major units, both inside and outside country.

4. Capabilities: Role in country's defense.

5. Soviet Air Force in subject country.

D. Militarized Security Forces

E. Reliability of Military Forces

F. National Conscription and Mobilization Plans, if any.

G. Soviet Military Assistance: Extent and effectiveness.

NOTE: Material for this section should be obtained from Project 4831, G-2, Summary of Intelligence Reference Data.

VI. GENERAL DATA

A. Population: If estimate, so indicate.

B. Area: In square miles.

C. Climate

D. Topography

NOTE: This chapter should be limited to one typewritten page where possible.



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31 May 1957

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VIII. APPENDIX

A. List of Current (SECRET) National Intelligence Estimates (on subject country).

B. List of Available NIS Units

C. Map

NOTE: Above information will be furnished to Handbook Section by O/NE and O/BI.

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Orbit Edition  
(17 August 1955)

## OUTLINE AND WORKING INSTRUCTIONS FOR OCI HANDBOOKS

Copy is to be furnished Presentations Division in duplicate, triple-spaced, according to the following outline. No production priorities will be set up, and material will be accepted by Presentations Division as it is completed.

All information should be kept brief and factual. Wherever possible, use comparisons (e.g., trade figures should show percentage of world trade). Also, in compiling data, keep in mind US strategic interests.

No material higher than SECRET is to be included in the Handbooks.

\* \* \* \* \*

### NAME OF COUNTRY

#### I. CURRENT ISSUES

A brief review of major problems and indications of significant political and economic trends in subject country, in conventional paragraph style not over 700 words (two typewritten pages) in length.

#### II. POLITICAL

##### A. Government System

1. Background: Historical antecedents of the present form of government.

2. Type: Broad description of nature of present government and role of Communist Party.

##### 3. Structure

a. Party: A brief description of each of its components.

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Orbit Edition  
(17 August 1955)

b. Government

- |     |             |   |                                |
|-----|-------------|---|--------------------------------|
| (1) | Legislative | ) | Description of each            |
| (2) | Executive   | ) | branch, composition,           |
| (3) | Judicial    | ) | duties, when it convenes, etc. |

B. Current Government

1. Background: Immediate background of present government.
2. Party Leaders: Politburo and first secretary.
3. Cabinet: List title of office, incumbent's name and political affiliation.
4. Policies
  - a. Foreign: Enumerate.
  - b. Domestic: Enumerate.
5. Official and Popular Reaction to US Policy
6. Other Political Parties and Groups
7. Labor Organization

C. Instruments of Control

1. Security Forces: Size, reliability and types.
2. Soviet Occupation Troops

D. Resistance Strength and Activities

E. International Commitments: Treaties, important trade agreements, affiliation with international organizations. If in UN, give name of chief delegate; if not in UN, state why.

F. Diplomatic Representation: List representation in foreign countries and foreign representation in subject country (name of country, name and title of representative).

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(17 August 1955)

### III. ECONOMIC

#### A. Currency

##### 1. Basic Monetary Unit

##### 2. Exchange Rate: In US dollars, in rubles.

B. Banking System: General outline of system, who controls it, adequacy.

#### C. Economic Trends

1. Basic Economic Factors: Important permanent or semipermanent economic conditions in the country which affect its development and future, such as overpopulation, few resources, agricultural economy, etc.

2. Currency Stability: Devaluations, tendency toward inflation, etc.

3. Government Controls: Government controls over exports, imports, production, etc.; government ownership of important industries, etc.

D. Annual Budgets: Give figures for the last two or three years. Show also military budget and what per cent it is of total budget. Also, what per cent total budget is of the gross national product.

E. Soviet Economic Aid: Type, amount, effectiveness.

#### F. Natural Resources

- |                        |   |  |
|------------------------|---|--|
| 1. <u>Agricultural</u> | ) | Those of international significance, giving production figures and per cent of world production. In what is country self-sufficient? |
| 2. <u>Mineral</u>      | ) |  |
| 3. <u>Fuel</u>         | ) |  |

#### G. Industry

- |                          |   |  |
|--------------------------|---|--|
| 1. <u>Capital Goods</u>  | ) | Types of industries. Is country self-sufficient in these products? Vulnerability of these industries in wartime because of their dependence on raw materials from other countries. |
| 2. <u>Consumer Goods</u> | ) |  |
| 3. <u>Munitions,,</u>    | ) |  |

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#### H. Foreign Trade

1. Principal Exports (to Western countries only): What are they, how much, where do they go? Importance in world trade picture.
2. Principal Imports (from Western countries only): What are they, how much, where do they come from? Importance in world trade picture.
3. Trade within the Sino-Soviet Bloc: Extent, what products, with what countries? Government controls on such trade.
4. Balance of Payments: If deficit, why? How is it made up?

#### I. Telecommunications

1. Domestic: Extent and effectiveness of system.
2. International: Extent and effectiveness of system.

#### J. Transportation: Stress adequacy in periods of emergency.

1. Railroads: Mileage, width of track, rolling stock or haulage capacity. Basic pattern of system. Importance in whole internal transportation system of country.
2. Roads: Mileage, types of roads, basic pattern. Importance in whole transportation picture.
3. Merchant Marine: Number and kind of ships, tonnage; owned by government? Do they carry trade to other Sino-Soviet bloc countries? to Western countries? Principal ports.
4. Inland Waterways: Basic pattern, haulage, etc.
5. Civil Airlines: Principal airports, number and types of planes. Important international service.

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(17 August 1955)

#### IV. MILITARY

##### A. Ground Forces: Commanding officer.

1. Strength: Total strength and number and types of units.
2. Equipment: Number, kind, source and condition of repair.
3. Disposition: Location of major units, both inside and outside country.
4. Capabilities: For defense from external attack; ability to maintain internal security.
5. Soviet Ground Forces in subject country.

##### B. Navy: Commanding officer.

1. Strength: Total strength and number and types of units.
2. Equipment: Types and number of vessels; important naval bases. Condition of repair of naval equipment.
3. Disposition: Location of major units, both inside and outside country.
4. Capabilities: As a patrol force, an anti-smuggling force, etc.

##### C. Air Force: Commanding officer.

1. Strength: Total strength and number and types of units.
2. Equipment: Types and number of aircraft; important air bases. Condition of repair of aircraft.
3. Disposition: Location of major units, both inside and outside country.
4. Capabilities: Role in country's defense.
5. Soviet Air Force in subject country.

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D. Militarized Security Forces

E. Reliability of Military Forces

F. National Conscription and Mobilization Plans,  
if any.

G. Soviet Military Assistance: Extent and effectiveness.

NOTE: Much of the material for this section can be obtained from Project 4831, G-2, Summary of Intelligence Reference Data.

V. GENERAL DATA

A. Population: If estimate, so indicate.

B. Area: In square miles.

C. Climate: (Geography Division, ORR, will supply necessary data directly to Presentations Division.)

D. Topography: (Geography Division, ORR, will supply necessary data directly to Presentations Division.)

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(5th Revision,  
12 September 1955)

## OUTLINE AND WORKING INSTRUCTIONS FOR OCI HANDBOOKS

Copy is to be furnished to Presentations Division in duplicate, triple spaced, according to the following outline. No production priorities will be set up, and material will be accepted by the Presentations Division as it is completed.

All information should be kept brief and factual. Wherever possible, use comparisons (e.g., in trade figures, show what per cent they are of world trade). Also, in compiling the data, keep in mind the strategic interests of the United States.

No material higher than SECRET is to be included in the Handbooks.

\* \* \* \* \*

### NAME OF COUNTRY

#### I. CURRENT ISSUES

A brief review of major problems\* and indications of significant political and economic trends in subject country, in conventional paragraph style, not over 700 words (two typewritten pages) in length.

#### II. POLITICAL

##### A. Government System

1. Background: Historical antecedents of present form of government.

2. Type: Broad description of nature of present government.

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\*Discuss NATO, SHAPE, EDC problems when applicable.

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### 3. Structure

- |    |                    |   |                             |
|----|--------------------|---|-----------------------------|
| a. | <u>Legislative</u> | ) | Description of each branch, |
|    |                    | ) | composition, duties, when   |
| b. | <u>Executive</u>   | ) | it convenes, etc. Frequency |
|    |                    | ) | and date legislature con-   |
| c. | <u>Judicial</u>    | ) | venues; procedures in pass- |
|    |                    | ) | ing important legislation   |

### B. Current Government

1. Background: Immediate background of present government.

2. Orientation: General political orientation  
and East-West position.

### 3. Policies

- a. Foreign - enumerate.
- b. Domestic - enumerate.

#### 4. Official and Popular Reaction to US Policy

5. Cabinet: List title of office, holder of office, official's political affiliation.

### C. Political Parties

1. The Communist Party and/or Communist-dominated parties.

a. Strength

- and influence. (1) Organization, size, distribution Weaknesses. Leaders.

## b. Operations

- (1) Targets and degree of infiltration and control, especially of national affiliates of international Communist Front Organizations (labor and trade organizations; peace councils; veterans', youth and women's organizations; racial, religious and national minorities organizations; etc.)

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(2) Identification of and control over communications media (press, radio, etc.).

(3) Degree and character of external support.

c. Plans

(1) Indications of intended change or build-up of activity.

2. Other Political Parties: Policies or platforms, sources of support, and party leaders. Be brief and describe only significant parties or ones likely to come into prominence.

3. Party Strength in Legislature: Indicate, in tabular form the composition of the national legislative bodies by political party; also vacant seats. List from right to left.

4. Dissident or Politically Active Minority Groups: Composition, policies, capabilities, leader(s).

D. Labor: List prominent labor organizations. Give their strength and source of strength (area, industry, political, ethnic or religious groups). List the leader(s), the political orientation of the organization and its international ties, if any. Describe its capacity for sabotage and any paramilitary organizations connected with it. If there are no labor organizations of significance in a country indicate that fact.

E. Suffrage

1. Legal Provisions

2. Use of Vote: How electorate actually exercises right to vote. What percentage votes? Is voting free from corruption? Is electorate's will reflected in its government?

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(5th Revision,  
12 September 1955)

F. International Commitments: Treaties, important trade arrangements, affiliations with international organizations. If in UN, give name of chief delegate. If not in UN, state why not.

G. Sino-Soviet Bloc Diplomatic Representation: List Orbit countries which have diplomatic representation in subject country, names of the representatives and their titles.

### III. ECONOMIC

#### A. Currency

##### 1. Basic Monetary Unit

2. Exchange Rate (in US dollars): Note whether there is an official and an unofficial exchange rate or any variations which favor or disfavor certain trade.

B. Banking System: General outline of system, who controls it, adequacy.

#### C. Economic Trends

1. Basic Economic Factors: Important permanent or semipermanent economic conditions in the country which affect its development and future, such as overpopulation, few resources, agricultural economy, etc.

2. Currency Stability: Devaluations, tendency toward inflation, etc.

3. Government Controls: Government controls over exports, imports, production, etc. Government ownership of important industries, etc.

D. Annual Budgets: Give figures for the last two or three years. Show also military budget and what per cent it is of total budget. Also, what per cent total budget is of the gross national product.

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(5th Revision,  
12 September 1955)

E. US Economic Aid: Type, amount and effectiveness of US aid.

## F. Natural Resources

1. Agricultural ) Those of international sig-  
                          ) nificance, giving production
2. Mineral ) figures and per cent of world  
                          ) production. In what is
3. Fuel ) country self-sufficient?

## G. Industry

1. Capital Goods ) Types of industries. Is
2. Consumer Goods) country self-sufficient in
3. Munitions ) these products? Vulnera-  
bility of these industries  
in wartime due to their  
dependence on raw materials  
from other countries.

## H. Foreign Trade

1. Principal Exports: What are they, how much, where do they go? Importance in world-trade picture.
2. Principal Imports: What are they, how much, where do they come from? Importance in world-trade picture.
3. Trade with Sino-Soviet Bloc: Extent, what products, with what countries? Government controls on such trade.
4. Balance of Payments: If deficit, why? How is it made up?

I. Telecommunications (stressing adequacy in periods of emergency)

1. Domestic: Extent and effectiveness of system.
2. International: Extent and effectiveness of system.

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(5th Revision,  
12 September 1955)

J. Transportation (stressing adequacy in periods of emergency)

1. Railroads: Mileage, width of track, rolling stock of haulage capacity. Basic pattern of system. Importance in whole internal transportation system of country.
2. Roads: Mileage, types of roads, basic pattern. Importance in whole transportation picture.
3. Merchant Marine: Number and kind of ships, tonnage; owned by government? Do they carry trade to the bloc countries? Principal ports.
4. Inland Waterways: Basic pattern, haulage, etc.
5. Civil Airlines: Principal airports, number and type of planes. Important international service.

IV. MILITARY\*

A. Ground Forces (commanding officer)

1. Strength: Total strength and number and type of units.
2. Equipment: Number, kind, source and condition of repair.
3. Disposition: Location of major units inside and outside country.
4. Capabilities: For defense from external attack; ability to maintain internal security.

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\*Much of the material for this section can be obtained from Project 4831, G-2, Summary of Intelligence Reference Data.

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(5th Revision,  
12 September 1955)

B. Navy (commanding officer)

1. Strength: Total strength and number and type of units.

2. Equipment: Type and number of vessels; important naval bases. Condition of repair of naval equipment.

3. Disposition: Location of major units inside and outside country.

4. Capabilities: As a patrol force, an antismuggling force, etc.

C. Air Force (commanding officer)

1. Strength: Total strength and number and type of units.

2. Equipment: Type and number of aircraft; important air bases. Condition of repair of aircraft.

3. Disposition: Location of major units inside and outside the country.

4. Capabilities: Role in country's defense.

D. Security Forces: Size, reliability, types, capabilities.

E. National Conscription and Mobilization Plans, if any.

F. Foreign Military Assistance: US, UK, etc. - extent and effectiveness. US or other foreign military bases in subject country.

V. GENERAL DATA

A. Population - if estimated indicate.

B. Area - in square miles.

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(5th Revision,  
12 September 1955)

C. Topography - /Geography Division, ORR will supply necessary data directly to Presentations Division.

D. Climate - /Geography Division, ORR will supply necessary data directly to Presentations Division.

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CIA INTERNAL USE ONLY

D R A F T

13 May 1954

MEMORANDUM FOR: Assistant Director, Current Intelligence

SUBJECT: OCI Handbooks

1. PROBLEM

To establish a review schedule for the Current Issues section of the OCI Handbooks which will meet the needs of the Handbook users and yet be within the capabilities of the producers.

2. FACTS BEARING ON THE PROBLEM

- a. The Current Issues sections of books currently in circulation are kept under constant review, but gone over completely not less than once a month.
- b. A sampling of the users of the books brought out that, although the Current Issues section meets specific needs, a monthly review is not necessary.
- c. Western Division with 40 countries will have to revise 2 books each working day; Near East Africa, one and one-half books each working day; Far East, about 1 book per day; and Soviet Division with 9 countries will revise 1 book every other day.
- d. In instances where 1 analyst is responsible for more than 1 country the workload on him increases out of all proportion. For example, [REDACTED] in Western Division would have to revise eight Central American countries each month, an average of one every other day. STATINTL
- e. It has required from 3 hours to a full day of the analyst's time to rewrite Current Issues sections.
- f. Additional workloads on the Divisions (e.g. the new Indochina Weekly) have added materially to the responsibilities of the individual analysts.



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D R A F T

3. CONCLUSION

It is neither necessary nor practical to review the Current Issues section as frequently as once each month.

4. ACTION RECOMMENDED

That the Current Issues section be under constant review in the Divisions and that revisions be published:

a. As deemed necessary by the regional Division Chief ~~but~~ <sup>at</sup>

b. Not less frequently than every three months.

**CONFIDENTIAL**

*used at  
6 Jan AD staff  
meeting*

6 January 1954

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OCI-2495/55-

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Basic Intelligence for Planning and the  
OCI Handbook

1. As the title indicates, the Basic Intelligence for Planning (BIP) is intended to backstop the planning of actual military operations. In comparing the BIP on [REDACTED] with the OCI Handbook on the same country, we find that in the BIP of a total of 14½ pages of text, 12½ pages are devoted to the detailed review of the country's terrain, highway communications, and military forces. Exactly 11 lines of script are given to its economy and a total of 16 lines to its political aspects both internal and foreign policy.

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2. Obviously, OCI's principal interest is in these political and economic aspects with only a limited interest in military capabilities and the most minimal interest in the details of geography, conditions of specific road and rail links, etc. Consequently, we have adjusted the proportions of the OCI Handbook in almost diametrically opposite fashion. Of 24 total pages, our Handbook has 11 pages on political aspects, 3 pages on economic aspects, and only 2 pages on the purely military factors. To guard against the very occasional requirement for specific information on geography and transportation, we have included 2 pages on these aspects. In addition, we have included 5 pages of current [REDACTED]

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[REDACTED] plus a map of the area.

3. This Division was very well aware of the existence of this series of books at the time it was planning the Handbook series. At one time in 1952 it was suggested that Situation Room Division personnel might compile the Handbook series themselves from existing publications; in that case we had marked the BIP as the best document to use--in condensed form--for the military and basic sections.

4. If it is agreed that OCI's working interest can best be served by placing the greatest emphasis on current political and economic factors, then we would recommend that the Handbook be continued with its present emphasis, as there is no document known to this Division which treats these aspects in a current, comprehensive fashion.

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5. We would also recommend, however, that the analyst use the BIP for compiling these sections of the Handbook if they have no better information available in their files. If this JCS publication is determined satisfactory and sufficiently current for these purposes, it might well be possible for Situation Room Division personnel to abstract from this document for the military and transportation sections of the Handbook and thereby relieve the analyst of this job.



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OCI/Sit/DRD:mis (6 January 1954)

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SECURITY INFORMATION

6 October 1953

MEMORANDUM FOR: Chief, Intelligence Staff  
Chairman, Publications Board  
Chief, Special Support Division  
Chief, Indications Staff  
Chief, Far Eastern Division  
Chief, Near Eastern African Division  
Chief, Western Division  
Chief, Soviet Division

SUBJECT: Current Intelligence Handbook Series

1. The Assistant Director, Current Intelligence, has approved the production of a Current Intelligence Handbook series. This program is to be scheduled on a long-term basis and should not interfere with the regularly scheduled work of the Office of Current Intelligence.

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2. The series is envisioned both as an encyclopedic-type aid for intelligence users internally and for the office of the Deputy Director, Intelligence. There will be a section, or book, for each country and for the various dependencies and colonial areas. Each section will contain basic political, economic, military and [REDACTED] to be compiled by the Department of State, will be channeled through the Situation Room Division to the Special Support Staff.

3. The Situation Room Division has been assigned the responsibility for developing a standard outline for the series, coordinating and editing the material, providing the graphics support and distributing the final product. The Publications Board Secretariat will be responsible for the reproduction of the material.

4. Regional divisions will be responsible for compiling the basic material which will be arranged according to the standard outline, a copy of which is attached. Sample copies of a Handbook, which has been prepared by Far Eastern Division, will be furnished in quantity to the divisions to serve as a guide.

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5. [REDACTED] has been designated as the Handbook Coordinator for the Situation Room Division, and will be available to meet with the division personnel for further guidance and assistance in initiating the project.

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6. The problem of keeping the material current after a country Handbook has been produced is presently being worked out and instructions for maintenance will be issued later.



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Acting Deputy Assistant Director  
Current Intelligence

- 1 Attachment  
Outline and Working Instructions